

Onboarding Checklist		
Name:	Department/Unit:	
Key University Contacts and Resources:		
Human Resources <ul style="list-style-type: none"> • HRinfo@uwlax.edu • 608.785.8013 • HR Onboarding Webpage 	Information Technology Services <ul style="list-style-type: none"> • Eagle Helpdesk • helpdesk@uwlax.edu • 608.785.8774 	Other Important links <ul style="list-style-type: none"> • UWL KnowledgeBase • Workday KnowledgeBase

All UWL Employees

Employee: Please check the box to confirm completion.

	Log into Workday: Use the username/password from your application to sign in
	Enter Personal Information: update all contact and personal details in Workday day in your "My Tasks"
	Complete the Criminal Background Check via HireRight. Onboarding will not continue until a successful background check is received.
	Receive UWL NetID & Credentials: This information is provided from ITS and will come after the above steps are completed. You will also need to set up the Okta verify as Multifactor Authentication. *This must be completed over zoom or at the ITS Helpdesk
	Log into Workday: Use your UWL credentials
	Complete I-9 Section 1: This section in Workday is completed using the "Complete Form I-9, Section 1" task.
	Complete I-9 Section 2: This must be completed within three business days of the hire date. Original documents must be presented at the HR office, located in 144 Graff Main Hall. If the I-9 process is not completed by the fourth day of employment, the employee will be required to cease all work activities until the form is properly submitted, and the documents are verified. *No appointment needed
	Update your direct deposit: Use the Set Up Payment Elections (Direct Deposit) job aid to assist you in the process of adding your direct deposit. Failure to do so will result in your paycheck being sent via a US Bank card to your address on file.
	Update W-4 tax information: use these job aids to assist you in the process, Complete Federal Tax Withholding Elections and Complete State and Local Tax Withholding Elections
	Update personal information as necessary: Please use these job aids for assistance <ul style="list-style-type: none"> • Veteran's Status Identification (optional) • Disability Self-Identification (optional) • Adding and Changing Emergency Contacts in Workday (optional) • Photo Change (optional) • Home Contact Change • Legal Name Change If you are not changing your legal name, please skip this step. See the link below on how to edit your preferred name. • Preferred Name Change (optional)
	Within your first 30 days of employment, you have the option to enroll in benefits. You will receive an email within the first two weeks of your start date with detailed instructions on completing your benefit elections. For additional information, you can visit the Employee Benefits site .
	Within your first 30 days of employment complete all Mandatory Employee Trainings via Workday Learning: Please use the Mandatory Employee Training- Employee Job aid and the HR Training page for assistance.